Submission of Electronic Contract Data for Cloud Computing Storefront

Infrastructure as a Service BPA

Jan 6, 2010

General: BPA awardees must submit electronic catalog data containing awarded BPA products and pricing using the same method employed for submitting MAS 70 contract data for posting on GSA Advantage (i.e. GSA's Schedule Input Program (SIP) software, EDI, or third party). Since bundles offered under this BPA are not configured under your current MAS 70 contract, you must submit these bundles (CLINS).

How BPA bundles are identified: When submitting your electronic file, in order to distinguish IaaS products (bundles) awarded under this BPA from your other MAS products, the awarded BPA CLIN must be included in the "Contractor (Vendor) Part Number" field for each BPA product. Format exactly as: "IAASxxxxxx" where xxxxxx is the CLIN (6 characters). Not case sensitive. For example, enter "IAAS0001AA" for CLIN "0001AA".

CLIN must be entered in the contractor part number field in the correct format in order for it to appear on the Cloud Computing Store.

Submit only "Year 1" CLINs and pricing: Please submit only year 1 CLINs and prices. You do not need to change the CLIN when you later update your price. Simply update the price when appropriate and submit.

If using SIP input software:

- Step 1: Open program then click on File|Open|BPA Pricing (or click on the BPA icon).

- Step 2: Select the BPA number (if more than one listed in the dropdown).

- Step 3: Click "Click to add a unique BPA item not on SIP".

    - Add all required product data for each CLIN placing the BPA CLIN number in the Contractor Part Number field as described above. Note: see important message below about descriptions.

    - You may use the CLIN as the manufacturer part if you wish, but CLIN is still required in the Contractor Part Number field.

    - Enter "Each" as the Unit of Issue.

- Step 4: When prompted to add pricing data, add Catalog (MAS) price (can be same as BPA price) then add BPA price. Click Save.

- Step 5: Repeat steps 1 - 4 for each product/CLIN.

- Note: when you need to update pricing at a later date you do not need to recreate these records. Simply click the BPA icon, find the product, update the BPA price and submit to GSA.

If using SIP import software:

- Step 1: Be sure to include the BPA CLIN number in the Contractor Part Number field (IPROD: VENDPART). Format CLIN as described above.

- Step 2: Submit BPA pricing in the IBPA table.

If using EDI:

- Submit normal 832 catalog record for each product/CLIN. Include BPA CLIN numbers in the VP qualifier in the LIN segment (Contractor Part Number field).

Important message about submitting complete product descriptions:

- **Use common words and provide full description:** In order to increase the ability for customers to find your products (and potentially increase sales), it is highly recommended that you provide detailed product descriptions that include words that a customer would likely use when searching for your product.

- **Include product features and Linux choices:** For IaaS products you must include a description that describes features offered and if applicable, choices of Linux distributions offered.

- **Help your customers find your products:** If you currently have a brief description on your products please expand these descriptions and resubmit your file. Please be sure to provide enough information that differentiates similar products and also reference add-ons, upgrades, etc. that are related to the product. Short descriptions have a reduced chance of being found through a customer search.

- **Use a clear product name:** Ensure that your product names are easy to identify and understand. Do not use part or model numbers only in this field. The search engine places significant weight on product name matches to keywords entered by a customer.

- **Provide more info by providing product URLs:** You may also include a product level URL that links to your website. This link can be to a photo, spec, or more details for a product.